

Broome County Community Emergency Response Team



Constitution & Bylaws

Pending Approval



BC CERT Constitution & Bylaws

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ARTICLE I - Name

Broome County Community Emergency Response Team (BC CERT)

ARTICLE II - Mission Statement

The BC CERT is a volunteer organization whose mission is to (a) inform, educate, and train community members on disaster preparedness and (b) respond to locally occurring disasters or incidents, as directed by BC OES; strictly following BC CERT protocols, procedures and directives to support emergency personnel with a uniform presence. In addition, provide a positive reflection on the BC OES, and value of the BC CERT, through effective community relations.

ARTICLE III - Membership

Requirements for membership: Applicant must be at least 18 years of age, an American citizen, have good character and reputation, and of good health. Applicant must be processed by the Office of Emergency Services, approved by the CERT Management Committee and have completed CERT Basic Training.

Probation: All new members shall be on probation for a term of one year from initial membership acceptance. During this period, in addition to meeting attendance, the member must participate in scheduled events, activation/deployments, and trainings, as required by the BC CERT program. At the end of the probationary period, full membership status for this member will be reviewed and accepted/rejected by the Management Committee. A probationary member may be dismissed at any time for non compliance.

Conduct: Members are expected to conduct themselves in a manner that will reflect positively on the BC CERT and BC OES. See appropriate SOPs for details.

Membership Designations: Membership in the BC CERT will consist of the following three (3) types.

Active Membership, which is active participation in all facets of the BC CERT.

On-Leave Membership, which is an active member, in good standing, who must temporarily limit their participation, but plans to re-activate. On-Leave Membership shall not exceed six (6) months. On-Leave members will not have a vote nor be eligible to hold a leadership position.

Inactive Membership, which is any Team member who no longer meets the membership criteria of Article 3, and has voluntarily, or in-voluntarily, left the program.

The size of membership is unlimited. However, it is recommended that the membership size be a level at which the Team can sustain.

ARTICLE IV – Meetings

Regular scheduled meetings will be held on the first Thursday of each month, with the exception of August and December, for a total of 10 meetings annually. Special / training meetings may be called by the Commander, as required. Active members must attend 75% of all meetings within the calendar year, or provide an acceptable excuse to the Commander, to be eligible for continued membership. All meetings will be held in accordance with Robert's Rules of Order. A quorum shall consist of 51% of active membership.



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ARTICLE V – Team Structure

Leadership positions will be filled based upon individual qualifications, size of the organization and organizational needs.

Commander:

Responsible for overall leadership, strategic/planning, community outreach, leadership development, and operational management. This position is appointed by the BC Director of Emergency Services. See Appendix for specific Roles & Responsibilities.

Lt. Commander:

Assist the Commander in the overall operation of the CERT; assume the Commander's responsibilities, as delegated, or when the Commander is unable to fulfill his/her role; and other duties as assigned. This position is appointed by the Commander with concurrence of the CERT Management Committee. See Appendix for specific Roles & Responsibilities.

Section Leader:

Responsible for ensuring that the Teams in their assigned Section are ready, available and trained. The Section Leader will also be responsible for the leadership development of the Team Leaders in their Section. This position is appointed by the Commander. See Appendix for specific Roles & Responsibilities.

Team Leader:

Responsible for the readiness preparation and participation of their Team. This position is appointed by the Section Leader, with the concurrence/approval of the Commander. See Appendix for specific Roles & Responsibilities.

Training Team Leader/Training Officer:

Responsible for managing and facilitating the delivery of the BC CERT Basic Training Program; and identification and/or implementation of all general team training, including the use of all available delivery methods. This position is appointed by the Commander. See Appendix for specific Roles & Responsibilities.

Administration Team Leader:

Responsible for the overall control and management of assigned BC CERT administrative activities, including the assignment of specific responsibilities to Administration Team members. This position is appointed by the Commander. See Appendix for specific Roles & Responsibilities.

Quartermaster:

Responsible for the overall control of BC CERT Uniform and Equipment inventory, including issued, on-hand, and replenishment requirements. This position is appointed by the Commander with concurrence of the CERT Management Committee. See Appendix for specific Roles & Responsibilities.



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ARTICLE VI – CERT Management Committee (CMC)

The CERT Management Committee (CMC) will consist of the Office of Emergency Services Director, Community Emergency Response Team Commander, and the OES Disaster Preparedness Coordinator. The Broome County Director of Emergency Services shall be the Committee Chairman.

The CMC responsibilities include, but are not limited to, developing, documenting and maintaining the BC CERT organization's strategic plan, formulate/clarify policy and protocols, identify the team's scope, pursue necessary funding for uniforms and equipment, identify and insure availability of appropriate education/training, etc. This committee shall meet, at least, once annually.

ARTICLE VII – General Committees

The Commander may appoint standing committees, or ad-hoc committees to facilitate improvements in the organization, and/or conduct the organization's business. Section Leaders, may appoint ad-hoc committees to help facilitate improvements within the specialized responsibilities of their Sections. All committees shall report to the Team at regular meetings, and these reports shall be entered into the meeting minutes.

Standing Committees

- **Constitution & Bylaws Committee**
Chaired by the Administration Team Leader, to provide oversight, review proposed amendments, and submit recommendations to the Commander and BC OES.
- **Standard Operating Policies/Procedures Committee**
This committee shall be responsible for creating, documenting, and maintaining SOPs to support the operational needs of the organization.

Ad-hoc Committees

Committees appointed to address a specific requirement, with a specific completion date, designed to facilitate organizational improvements, promote community awareness, and/or enhance the membership environment.

ARTICLE VIII – Uniforms and Equipment

Each member will be issued the primary uniform and basic equipment as identified in the SOPs.

The member is responsible for maintaining their uniform and equipment. If, for any reason, the member ceases to be an "active" member, the uniform and all equipment issued must be returned in good condition, less normal wear, otherwise he/she is responsible to pay replacement costs for the damaged items.

Individual components of the uniform should never be worn alone, for example, just the hat, or the coat. The uniform should only be worn when on an approved BC CERT assignment.

ARTICLE IX – Training

The BC CERT Commander, in conjunction with BC OES, will identify training requirements. The Training Officer will initiate and schedule required training sessions. Active members are required to participate in, and successfully complete, training sessions.



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ARTICLE X – Standard Operating Policies/Procedures (SOP)

SOPs are created and disseminated by the BC CERT Policy & Procedures Committee, at the direction of the BC CERT Commander. They are intended to define and institute policies and procedures relative to specific operational areas of the organization. These would include, but are not limited to, detail on Uniform/Equipment Issue, Conduct Guidelines, Deployment, and Training.

ARTICLE XI – Amendment Process

Constitution/Bylaws: Suggested amendments to the Constitution & Bylaws must be submitted to the Administration Team Leader in writing. The Administration Team Leader will forward to the Constitution & Bylaws Committee and Commander for review. After review by the Constitution & Bylaw Committee and the Commander, the amendment(s) will be read, at the next regular meeting, to the membership. Not less than thirty (30) days after the reading, at the next regular meeting, the amendment(s) shall be read again and then brought to a vote. Implementation requires acceptance by a two-thirds vote of the membership present. The amendment(s) shall then be presented to the CERT Management Committee for ratification.

SOP: Suggested amendments to a SOP must be submitted to the BC CERT Policy & Procedures Committee in writing, for review. If approved by this committee, the suggested amendment(s) would then be forwarded to the Commander for review with BC OES. If approved by BC OES the amendment would be implemented.



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REVISIONS

July xx, 2012:

A committee was formed on September 04, 2011, at the direction of the BC CERT Commander, to document a Constitution & Bylaws for the organization. Upon completion, it was then disseminated to the membership in November 2011 for review and comment. This final draft was then forwarded to the Broome County Office of Emergency Services for review and approval in January 2012. The Constitution & Bylaws were accepted by the BC CERT membership, and implemented effective xx/xx/xxxx.



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APPENDIX A

1.0 ROLES & RESPONSIBILITIES

1.1 Commander

Responsible for overall leadership, strategic planning/direction, community outreach, leadership development, operational management.

- Direct/manage all BC CERT activities through a hierarchy of appointed Leaders assigned to the various positions and/or functional areas
- Implement processes/procedures to manage overall operation
- Pursue community outreach opportunities to support the community and/or gain visibility for BC CERT; to include, but not limited to, recruitment
- Conduct periodic Staff Meetings with all senior supervisory members to review current and proposed activity in their area of responsibility; ie. Section Leaders, Admin Officer, Training Officer, Quartermaster
- Primary interface to BC OES, insuring effective two-way communications
- Provide appropriate documentation, as identified by BC OES, in a timely manner.
- Other duties as assigned by the Director of Broome County Office of Emergency Services

1.2 Lieutenant Commander

Responsible for aiding and assisting the Commander in overall Team management. During the absence or disability of the Commander, the Lt. Commander shall possess all the powers and perform all the duties of the Commander.

- Provides guidance in conjunction with Commander or in his/her absence during an event, meeting or training program
- Works with Section Leaders to facilitate training, equipment, and deployment needs
- Provides assistance, as needed, with Broome County Office of Emergency Services and/or other Broome County and municipality incident command structure and first responder staff

1.3 Section Leader- Search and Rescue

Responsible for providing leadership, direction and operational guidance for the Search and Rescue Team(s)

- Identify required supplies, equipment and training for Search and Rescue Team(s)
- Develop protocol for field deployment of team at site with hazards and team safety in mind
- Develop response plan for what types and levels of disasters team(s) are capable of responding to at this particular time
- Perform evaluations of assigned Team Leader(s) and/or team members
- Other duties as assigned by the Commander

Search and Rescue team members practice search and rescue planning, size-up, search techniques, rescue techniques, and most important, rescuer safety.



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1.4 Section Leader- Med Ops

Responsible for providing leadership, direction and operational guidance for the Med Ops Team(s)

- Identify required supplies, equipment and training for Med Ops Team(s)
- Develop protocol for deployment of team at site with hazards and team safety in mind
- Delineate what types and degree of disaster team(s) are capable of responding to at this particular time
- Performs evaluations of assigned Team Leaders and/or team members

Med Ops team members practice diagnosing and treating airway obstruction, bleeding, and shock by using simple triage and rapid treatment techniques, evaluating patients by doing a head to toe assessment, establishing a medical treatment area, performing basic first aid, and practicing in a safe and sanitary manner.

1.5 Section Leader- Security

Responsible for providing leadership, direction and operational guidance for the Security Team(s)

- Identify required supplies, equipment and training for Security Team(s)
- Develop protocol for field deployment of team at site with hazards and team safety in mind
- Develop response plan for what types and levels of disaster team(s) are capable of responding to at this particular time
- Performs evaluations of assigned Team Leaders and/or team members

Security Team members practice proper techniques for dealing with situations involving the public and public safety, including crowd control, traffic control, evacuation protocols, and other assistance to the public as directed by BC OES.

1.6 Training Team Leader/Training Officer:

Responsible for managing and facilitating the delivery of the CERT Basic Training Program; and identification and/or implementation of all general Team training, including the use of all available delivery methods.

- Provide overall Program Management for the CERT Basic Training Program, including planning, facilitation, delivery, materials acquisition, and records management.
- Provide two (2) CERT Basic Training Programs annually.
- Insure, at least, one backup Program Manager is trained to facilitate the delivery of the CERT Basic Training Program.
- Develop, implement, and maintain a plan to provide applicable "general" team training, using all available delivery methods, ie. classroom, independent study, internet, etc.
- Work with the Section Leaders to assist them with the implementation of training specific to their Section.
- Review annual training plan with, and provide status reports to, the Commander.
- Performs evaluations and re-evaluations of team members.
- Other duties as assigned by the Commander



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1.7 Administration Team Leader:

Responsible to provide overall management of assigned administrative activities.

- Document, distribute, and retain Monthly Meeting Minutes.
- Establish, maintain and manage a filing system for pertinent BC CERT records
- Document, maintain and distribute CERT member contact information
- Document and retain Monthly Meeting attendance
- Create, implement and manage a data repository for the storage of pertinent operational and historic BC CERT information
- Maintain a readily available supply of required BC CERT forms
- Chair the Constitution & Bylaw Committee
- Other duties as assigned by the Commander

1.8 Quartermaster:

Responsible for the overall control of BC CERT Uniform and Equipment inventory, including issued, on-hand, and replenishment requirements.

- Create/maintain up-to-date uniform/equipment inventory records
- Create/maintain individual member issue/replacement/return forms & records
- Issue uniform/equipment to new members
- Handle returns from departing members, and/or those items in need of replacement
- Prepare/provide inventory summary reports to Commander and BC OES
- Interface with Commander regarding uniform/equipment requirements
- Prepare/provide other inventory reports as required
- Other duties as assigned by the Commander.

1.9 Team Leaders:

Responsible for the supervision of their assigned team.

- Primary contact for operational information from the Section Leader
- Provide input to Section Leader, as required, for evaluation of team members.
- Responsible for overall team welfare and safety when deployed.
- Complete all required documentation in a timely manner.
- Supervise the team, encourage participation in all facets of the organization, delegate activities as necessary, and identify assignments when deployed.
- Other duties as assigned by the Section Leader.



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1.10 ALL Team Members:

- Maintain active status for re-credentialing, including training, response, preparedness, and team work.
- Actively participate in team meetings, planned events, and deployments.
- Request On-Leave status if unable to fulfill team member role
- Follow the BC CERT code of conduct.
- All team members, including leadership, will represent the BC CERT program honestly, by introducing themselves as a "volunteer member of the BC CERT". BC CERT members are not "employees" of BC OES or any other Broome County agency.
- Active members are expected to participate in the events requiring BC CERT support, or provide an acceptable excuse to the Commander, to be eligible for continued membership.
- Provide a positive reflection on the BC CERT through effective community relations, and promote the value of the BC CERT program to the community.
- When in uniform, maintain a respective bearing and render professional courtesy. Team members will avoid mannerisms that detract from this, e.g.- slouching and hands-in-pockets.
- Be responsible for the diligent and conscientious performance of assigned duties
- Be in the proper uniform, insuring it is neat and clean, presenting a professional appearance
- Perform other duties identified / established by organization directives, such as SOPs.



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APPENDIX B

Acronyms used in this document

Acronym	Definition
BC	Broome County
CERT	Community Emergency Response Team
CMC	CERT Management Committee
OES	Office of Emergency Services
SOP	Standard Operating Policy/Procedure